

**SUMTER COUNTY BOARD OF COMMISSIONERS  
EXECUTIVE SUMMARY**

**SUBJECT:** Change Order Request to Purchase Order No. 52276 (Staff Recommends Approval).

**REQUESTED ACTION:**

☐ Work Session (Report Only)

**DATE OF MEETING:** 8/25/2009

☒ Regular Meeting

☐ Special Meeting

**CONTRACT:** ☐ N/A

Vendor/Entity: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Termination Date: \_\_\_\_\_

Managing Division / Dept: \_\_\_\_\_

**BUDGET IMPACT:** \$777.00

☐ Annual

**FUNDING SOURCE:** \_\_\_\_\_

☐ Capital

**EXPENDITURE ACCOUNT:** 001-485-572-6300

☐ N/A

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**HISTORY/FACTS/ISSUES:**

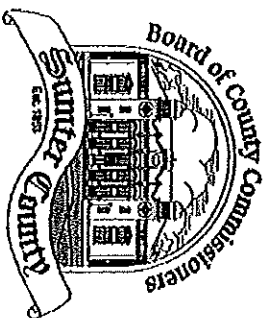
Purchase Order #52276 (Kay Park Recreation) was originally approved in the amount of \$3,303.00 for 4 vinyl plastic tables with galvanized frames. The tables that were delivered were rolled edge thermoplastic tables with black powder coated frames. Staff recommends paying the difference because the product is already installed and the cost is still less than other quotes that were received. The equipment difference was not realized until the invoice was submitted for payment; therefore, requires a Change Order to be processed.

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EXHIBIT A

# CHANGE ORDER REQUEST FORM

PO Number 52276  
 Vendor Kay Park Recreation  
 PO Amount \$3,303.00  
 Net Change Amount (-/+) \$777.00



PLEASE CHANGE THE FOLLOWING ITEMS					
Item Number	From Quantity	To Quantity	From Unit Price	To Unit Price	From Account Code

PLEASE ADD THE FOLLOWING ITEMS				
Item	Account	Description	Quantity	Unit Price

Cancel Entire Purchase Order ☐ Sam Kule  
 Original Requestor's Signature  
 Cancel Item Numbers \_\_\_\_\_

Reason/Justification/Special Instructions:  
 Invoice is \$777.00 more than the original quote. The quote was for vinyl plastised tables with galvanized frames. The tables they sent was for roll edge thermoplast tables with black powder coated frames.

Signature/Approvals  
Sam Kule Department Head Sam Kule Division Director Sam Kule Budget & Purchasing Dept.  
8-10-09 Date 8-10-09 Date 8-12-09 Date  
8-12-09 County Administrator 8-12-09 Date

# PURCHASE ORDER

PLEASE FURNISH MERCHANDISE BELOW FOR THE ACCOUNT OF

## BOARD OF SUMTER COUNTY COMMISSIONERS

910 N. MAIN STREET, ROOM #201

TELEPHONE 352-793-0200

To

BUSHNELL, FLORIDA 33513-9402

52276

Kay Park Recreation  
1301 Pine Street  
Janesville, IA 50647

COPY

DATE 4/23/09

DEPT. Parks & Recreation

BY *[Signature]*

C. Keelley

FUND	ACCOUNT NO.	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
001-185-572-6300		4	Galv. Table Frame with 6' Vinyl Plast Top & Seats	\$828.00	\$2,512.00
001-185-572-6300		1	Leg Stat Surface Mount Park Bench with Back	\$414.00	\$414.00
001-185-572-6300		1	Required S&H	\$377.00	\$377.00
			FRDAP ROYAL PARK GRANT		
TERMS:				TOTAL	3,303.00

BOARD OF SUMTER COUNTY COMMISSIONERS \$3,303.00

DELIVER TO:

AUTHORIZED BY: *[Signature]*

**NOTE: ONLY ORIGINAL INVOICES  
WILL BE CONSIDERED FOR PAYMENT**

### DISTRIBUTION:

BLUE COPY - TO BOARD OF COUNTY COMMISSIONERS  
WHITE COPY - TO VENDOR  
CANARY COPY - TO DEPARTMENT HEAD  
GREEN COPY - TO BOARD OF COUNTY COMMISSIONERS

THIS IS TO CERTIFY THAT THE ABOVE GOODS WERE RECEIVED AND THAT THEY WERE OF THE QUANTITY AND QUALITY ORDERED AND PAYMENT FOR SAME IS HEREBY APPROVED.

BY: *Carla Muske* DATE: 8/10/09

OFFICER OR DEPT. HEAD

1. MAIL INVOICE TO BOARD OF COUNTY COMMISSIONERS
2. PLEASE SHOW OUR PURCHASE ORDER NUMBER ON ALL INVOICES
3. EACH SHIPMENT MUST BE COVERED BY A SEPARATE INVOICE
4. THE COUNTY OF SUMTER IS EXEMPT FROM STATE SALES AND USE TAX AND FEDERAL EXCISE TAXES, STATE SALES AND USE TAX CERTIFICATE NUMBER 85-8012622366C-3.

KAY PARK-REC CORP.  
1301 PINE ST.  
P.O. BOX 477  
JANESVILLE IA 50647-0477  
WATS 800-553-2476 FAX 319-987-2900

**COPY**

B/L #: 043007  
C #: 043004FL  
VEND: SUMTRC  
INV #: 00142245  
PAGE 1  
DATE: 06/16/09

Sold To: SUMTER COUNTY PARK & REC, FL  
319 E ANDERSON AVE  
BUSHNELL, FL 33513

Ship To: SUMTER COUNTY PARK & REC  
219 E ANDERSON AVE  
BUSHNELL, FL 33513

PO DATE	SLS/DIST	CUST PO#	DATE SHP.	PRO #	CARR FOB	TERMS
04/30/09		52276	06/05/09		LSCR FCTY	NET/30
ORDER	SHIP	DESCRIPTION	ITEM #	PRICE	EXTENSION	
4	4	6' PERFORATED ROLL EDGE THERMOPLAST/REPST6TP		826.00	3304.00	
COLOR BLK GREEN FRAME BLK						
1	1	PERFERATED STEEL 6 PORT W/BACK	PB/PSPB6TPSM	399.00	399.00	
COLOR BLK GREEN, FRAME BLK						
1	1	FREIGHT	FR/FREIGHT	377.00	377.00	

*Royal Grant*

001-485-572- 6300  
Cw 8/10/09  
AUTHORIZED BY DATE

*Tables for Royal Park Improvements*

WE APPRECIATE YOUR BUSINESS...THANK YOU VERY MUCH!

UNPAID BALANCES WILL ACCRUE A S/CHARGE OF 1 1/2% PER MONTH (18% PER ANNUM).

NON-TAXABLE	TAXABLE	SALES TAX	FREIGHT	DISC	*** TOTAL
4080.00	.00	.00	.00	.00	4080.00



## Kay Park Recreation

*It Pays to Buy Kay's - "America's Finest" Since 1954*

Email Us: sales@kaypark.com or Call Us: (800) 553-2476

1301 Pine Street P.O. Box 477

Janesville, IA 50647

www.kaypark.com

## Sales Quote

Page 1 of 1

Quote ID: 04220902FL

Quote Date: 04/22/2009

Date Printed: 06/29/2009

Prepared By: SELIGER, ALICIA

Quote To: SUMTER COUNTY

Ship To:

, FL 33513

Contact: BRUCE

Phone: 352-793-0240

Fax: 352-793-0247

E-Mail:

Carrier: YRC

Payment Terms:

- ☐ 24 Hour Call Ahead  
☐ Liftgate  
☐ Residential Delivery

Item	Model	Description	Unit Price (\$)	Qty	Item Total (\$)
1.	62BGVP	2 3/8" OD GALV. TABLE FRAME W/ 6' VINYL PLAST. TOP & SEATS	\$628.00	4	\$2,512.00
2.	82SGVPSM	2 LEG STAT SURFACE MOUNT PARK BENCH 2 3/8" FRAME W/ BACK & VP PLAN	\$414.00	1	\$414.00

Total Weight: 1100 Lbs.

-0-

Sub-Total: \$2,928.00

Freight: \$377.00

Material Surcharge: \$0.00

Total Amount: \$3,303.00

- ☒ Freight charges do not include off loading unless liftgate is checked.  
☒ Freight charges may vary due to fuel surcharges.  
☒ Quote valid for 30 days.  
☒ Assembly and site preparation, not included.

KAY PARK-REC CORP.  
 1301 PINE STREET  
 P.O. BOX 477  
 JANESVILLE IA 50647-0477  
 WATS 800-553-2476 FAX 319-987-2900

## &lt; &lt; S T A T E M E N T &gt; &gt;

ACCOUNT #

STATEMENT DATE

SUMTER COUNTY PARK & REC, FL  
 319 E ANDERSON AVE  
 BUSHNELL, FL 33513

SUMTRC  
 TERMS:

06/30/2009  
 NET/30

DATE	INVOICE	TYPE	CHARGE	CHECK #	PAYMENT	AMOUNT DUE
06/16/09	00142245	IN	4080.00			4080.00
	YOUR PO# 52276					

Attn: Bruce

I am enclosing a copy of the Quote that Alicia had done for you in April for vinyl Plastisc tables with galvanized frames. The tables you ended up ordering were the perforated roll edge thermoplast tables with black powder coated frames, which are more expensive. Please let me know if you have any questions.

Thank You.

Karolyn Serge

WE APPRECIATE YOUR BUSINESS. THANKS!

UNPAID BALANCES WILL ACCRUE A S/CHARGE OF 1 1/2 % PER MONTH (18% PER YEAR).

OLD FCHG	CURRENT	OVER 30	OVER 60	OVER 90	NEW FCHG	AMOUNT DUE
.00	4080.00	.00	.00	.00	.00	4080.00

06/30/2009